
CONSTITUTIONAL OFFICERS



CITY TREASURER

MISSION STATEMENT

The mission of the City Treasurer's Office is to provide superior service to the taxpayers of the City of Norfolk in the following areas:

The collection of all taxes, levies, assessments, license taxes, rents, fees and all other revenues accruing to the City;

The calculation of certain State taxes and revenues in accordance with State and City Codes;

The maintenance of accurate records of all funds collected and deposited; and

The provision of professional and efficient service and assistance to the taxpayers and citizens of the City of Norfolk.

DEPARTMENT OVERVIEW

The City Treasurer is responsible for the collection of all real estate, personal property, state income and various other taxes.

BUDGET HIGHLIGHTS

The City Treasurer's FY2005 Operating Budget represents a increase of \$19,900 from FY2004 to FY2005 due to an increase in materials and supplies.

KEY GOALS AND OBJECTIVES

The City Treasurer is dedicated to the continual improvement of the service level provided to the citizens and businesses of the City of Norfolk.

PRIOR YEAR ACCOMPLISHMENTS

In the past year, the City Treasurer redesigned the real estate and personal property tax bills, which, in concert with the newly acquired registers, greatly improved the efficiency of processing these tax payments. In addition, the City Treasurer pioneered the acceptance of major credit cards for the payment of taxes, thereby providing an alternate means of payment. The implementation of credit cards has greatly assisted the taxpayers and has resulted in the more efficient collection of revenues for the City of Norfolk.

Expenditure Summary

	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services	1,401,110	1,364,731	1,391,700	1,464,700
Materials, Supplies and Repairs	362,742	349,049	538,900	475,600
General Operations and Fixed Costs	78,341	36,570	40,500	46,700
Equipment	2,312	-	6,000	-
All Purpose Appropriations	-	-	25,000	35,000
TOTAL	1,844,505	1,750,350	2,002,100	2,022,000

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
TAX ADMINISTRATION & COLLECTION	1,750,350	2,002,100	2,022,000	31
Administer the collection and deposit of current and delinquent revenues.				
TOTAL	1,750,350	2,002,100	2,022,000	31

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY04 Positions	Change	FY05 Positions
Accountant II - TR	TRO	32,986	52,736	17	-1	16
Accounting Manager - TR	TRO	52,604	84,095	3		3
Accounting Supervisor – TR	TRO	43,400	69,384	3		3
Accounting Technician	TRO	22,244	35,558	8	-1	7
Assistant Treasurer	TRO	56,172	89,798	1		1
City Treasurer	CBD	N/A	N/A	1		1
TOTAL		N/A*	N/A*	33	-2	31

*Effective FY2004, all employees with the exception of the City Treasurer are included in the City's Compensation Plan under the Treasurer's Office Pay System (TRO). The Virginia Compensation Board establishes the City Treasurer's salary.

CLERK OF THE CIRCUIT COURT

MISSION STATEMENT

To provide an efficient, citizen-friendly organization, employing e-government technologies when available in order to enhance service delivery and maximize operational efficiency.

To provide recordation and maintenance of all required public records.

To provide support for the adjudication of all cases brought before the Circuit Court.

To provide all other duties of the Clerk, as required by law.

DEPARTMENT OVERVIEW

Executive: Includes the Clerk of Court, Chief Deputy Clerk and Executive Assistant. Manages the day-to-day operations of the Clerk's Office, oversees all personnel, policies, and procedures.

Criminal Division: Handles all presentments, indictments and information related to criminal offenses committed within the circuit.

Law and Chancery Division: Handles disputes between individuals, groups or corporations where monetary damages are alleged, handles cases involving custody, divorce, adoptions and property ownership.

License, Permits & Finance Division: Handles all issues related to the issuance of any license or permits, and notaries. Acts as primary interface between the Clerk's Office and the general public. The Comptroller is a part of this division with the following primary responsibilities: oversight of all financial functions of the Clerk's Office including, but not limited to, daily receipts, bank reconciliations, trust accounts, billing statements and remote access fees.

Wills, Estates and Deeds Division: Manages all estate and will transactions, meets the public during times of extreme loss and/or hardship, records all transfers of land records, certificates of satisfaction and powers of attorney, maintains the Land Record Indexing System and the remote access system.

BUDGET HIGHLIGHTS

The Circuit Court Clerk's FY2005 Operating Budget represents an increase of \$82,800 from FY2004. This is due to an increase in various operating and personnel costs. Items of note in this budget year are items directly related to the Clerk's vision for ready public access and increased customer service. The Clerk's request to be placed on the City Pay Plan shows an increase in the budget amount from FY2004; however, with the increased use of technology, streamlining operations and other strategies, the Clerk is able to generate revenue over and above the amount needed to cover any costs of operation.

KEY GOALS AND OBJECTIVES

Complete the conversion of microfilmed records to digital format for remote access, enhancing the remote access service, thereby reducing storage space requirements.

Provide sufficient technology and simplicity to allow greater "self-serve" operations for the citizens of Norfolk.

Within State guidelines, move the Clerk's Office into an e-Government forum, thereby reducing recurring costs while generating additional revenue.

Expenditure Summary

	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services	398,768	401,495	2,022,100	2,110,100
Materials, Supplies and Repairs	132,486	135,323	146,600	140,000
General Operations and Fixed Costs	246,393	218,085	291,900	293,300
Equipment	17,043	24,815	15,000	15,000
All- Purpose Appropriations	36,000	36,000	36,000	36,000
TOTAL	830,690	815,718	2,511,600	2,594,400

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
CIRCUIT COURT	815,718	2,511,600	2,594,400	52
A court of record having appellate jurisdiction for appeals from the Norfolk General District Court. The Circuit Court tries all felony cases presented by the Commonwealth's Attorney.				
TOTAL	815,718	2,511,600	2,594,400	52

Note: Beginning in FY2004, the Circuit Court Clerk's office is appropriated in the General Fund, with the General Fund revenues reimbursement from the Commonwealth included in the General Fund estimated revenues.

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY04 Positions	Change	FY05 Positions
Accounting Technician	N/A	N/A	N/A	1		1
Administrative Assistant II	N/A	N/A	N/A	4		4
Administrative Technician	N/A	N/A	N/A	8		8
Chief Deputy I	N/A	N/A	N/A	2		2
Chief Deputy II	N/A	N/A	N/A	2		2
Chief Deputy III	N/A	N/A	N/A	1		1
City Clerk	N/A	N/A	N/A	1		1
Custodian	N/A	N/A	N/A	2		2
Deputy II	N/A	N/A	N/A	5		5
Deputy III	N/A	N/A	N/A	8		8
Deputy IV	N/A	N/A	N/A	4		4
Office Aide	N/A	N/A	N/A	14		14
TOTAL	N/A*	N/A*	N/A*	52	0	52

*The Virginia Compensation Board establishes the salary ranges for this office.

Beginning in FY2004, positions for the Clerk's Office will be budgeted in their General Fund appropriation, with reimbursement to be received from the Commonwealth.

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COMMISSIONER OF THE REVENUE

MISSION STATEMENT

Our mission is to provide superior service and quality in the following:

- Assessment of individual and business personal property;
- Issuance and renewal of business licenses;
- Administration of all fiduciary taxes;
- Evaluation of customer compliance;
- Assistance and processing of Virginia State Income Tax Returns;
- Investigation of inquiries and delinquent accounts; and
- Assistance with Real Estate Tax Relief.

We provide these services for the citizens of Norfolk and to aid in the continued growth of our community.

DEPARTMENT OVERVIEW

The Commissioner of the Revenue is responsible for the administration of all city taxes except real estate taxes. The Commissioner's office is responsible for certain permits including residential parking, boat decals and yard sales. The office is comprised of seven teams as follows:

PERSONAL PROPERTY TAX: Assess and prorate tangible personal property; sell residential parking permits, yard and garage sale permits, and boat decals; issue charitable solicitations.

BUSINESS TAX: Assess business personal property and business licenses; administer all fiduciary taxes.

INVESTIGATIVE SERVICES: Business license and tax investigations and collections; compliance enforcement; complaint investigation.

REAL ESTATE TAX RELIEF: Administration of program providing reduction and/or relief of real estate taxes for elderly or disabled taxpayers.

AUDIT SERVICES: Inspect taxpayer record to verify code compliance and correctness of taxes paid. Make all determinations on business and manufacturer status classifications.

ADMINISTRATIVE SERVICES: Provides vision, leadership, support and management of the office's activities; administrator of utility and franchise taxes; provides support for office technological component.

STATE INCOME TAX ADMINISTRATION: Obtain, audit, prepare, and process Virginia State Income Tax Returns and Virginia Estimated Income Tax Vouchers from Norfolk residents.

BUDGET HIGHLIGHTS

The total FY2005 Operating Budget for the Commissioner of Revenue's office is \$2,824,300, which represents an increase of \$7,500 from FY2004 to FY2005. The budget for the Commissioner's Office includes funds to maintain current service levels.

KEY GOALS AND OBJECTIVES

- Implement new Assessment and Collection software to enhance our ability to ensure compliance, reduce customer wait times, and significantly improve our ability to extract information for reporting purposes.
- Adding a bar code to the meal tax remittance forms significantly reducing the time needed to enter data from these documents.
- Continue our aggressive investigation program to seek out new businesses not properly licensed and/or those with delinquent accounts.
- Continue the identification by our Personal Property team of omitted assessments and more aggressive oversight of the boat decal program.
- Continue to participate in the State Sales Tax Pilot Program with the State Department of Taxation to identify unreported revenues.
- Continue to expand our variety of discovery techniques enabling us an ongoing review of our businesses via the audit process.
- Adhere to all the Standards of Accountability as set forth by the COR Association of Virginia Career Development Program (CDP).

PRIOR YEAR ACCOMPLISHMENTS

In FY2003, nearly \$5 million of additional revenue was identified and generated from businesses and individuals not paying their fair share of taxes. Total additional revenue of nearly \$25 million has been generated over the past five years. This additional revenue is, to a large extent, a result of the office's continued aggressive investigative and audit programs that seek out new businesses not properly licensed or classed within the City of Norfolk, and to the enhanced discovery of businesses and individuals not properly reporting.

Expenditure Summary				
	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services	2,069,573	2,013,053	2,267,500	2,350,100
Materials, Supplies and Repairs	289,971	352,273	420,000	342,900
General Operations and Fixed Costs	107,111	64,566	85,700	87,800
Equipment	83,378	89,620	43,600	43,500
All- Purpose Appropriations	-	-	-	-
TOTAL	2,550,033	2,519,512	2,816,800	2,824,300

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
PERSONAL PROPERTY TAX ADMINISTRATION	360,406	431,000	702,900	9
Assess and prorate tangible personal property; sell residential parking permits, yard and garage sale permits, and boat decals; assess boats, mobile homes, airplanes, vehicles and recreational vehicles; issue charitable solicitations.				
BUSINESS TAX	423,991	419,900	383,500	8
Assess business personal property and business licenses; administer the following tax programs: business license, cigarette, short-term rental, meal, lodging, and admissions.				
INVESTIGATE SERVICES	243,896	303,100	282,400	7
Business taxes investigation, complaint investigation, collection of bad checks, and delinquent business taxes (licenses and franchise taxes); assessment of business tangible property; vehicle and boat decal display and yard sale compliance enforcement.				
SENIOR CITIZEN TAX RELIEF PROGRAM	129,454	135,200	126,200	3
Administer program providing reduction or elimination of real estate taxes for taxpayers who are elderly or disabled.				
AUDIT SERVICES	283,871	298,800	287,600	5
Inspect taxpayer records to verify correctness of taxes paid such as admissions, business license, business personal property, lodging, meals, utility and franchise taxes; ensure that business income is from licensed activities; make all determinations on business and manufacturer status classifications.				

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
ADMINISTRATION	803,496	944,500	776,700	7
Provide vision, leadership, support and management of the office activities and services as administrator of utility and franchise taxes; provide support for office technological component.				
INCOME TAX UNIT	274,398	284,300	265,000	5
Obtain, audit, prepare and process Virginia State income tax returns.				
TOTAL	2,519,512	2,816,800	2,824,300	44

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY04 Positions	Change	FY05 Positions
Accounting Technician	OPS07	24,023	38,406	8		8
Administrative Assistant II	MAP03	30,151	48,199	2		2
Administrative Technician	OPS08	25,968	41,513	2		2
Auditor I	MAP07	38,323	61,267	2		2
Auditor II	MAP09	43,400	69,384	1		1
Auditor Supervisor	MAP10	46,239	73,918	1		1
Business Manager	MAP08	40,767	65,170	2		1
Chief Deputy I COR	MAP09	43,400	69,384	1		1
Chief Deputy II COR	MAP10	52,605	84,095	1		1
Commissioner of the Revenue	COF17	77,347	122,982	4		4
Data Processing Asst III	OPS06	22,243	35,559	1		1
Income Tax Auditor	OPS10	30,430	48,644	4		4
License Inspector I	OPS09	28,096	44,922	2		2
License Inspector II	OPS10	30,430	48,644	10		10
Microcomputer Systems Analyst	ITO05	30,652	49,000	1		1
Programmer/Analyst III	ITM02	40,955	65,473	1		1
Staff Technician II	OPS09	28,098	44,922	1		1
TOTAL				44	0	44

COMMONWEALTH'S ATTORNEY

MISSION STATEMENT

To provide effective and ethical prosecution of criminal violations of State and local laws in a manner that holds offenders accountable for their actions, deters further criminal actions, reduces crime in the community and provides a comprehensive support system for victims and witnesses of crime.

DEPARTMENT OVERVIEW

The Office of the Commonwealth's Attorney is comprised of the following specialized teams:

- Domestic Violence Team
- General Prosecution
- Major Case Team
- Drug Team
- Juvenile Team
- PSN Team
- Victim/Witness Team

The duties and responsibilities of the office are outlined in numerous sections throughout the State Code of Virginia.

BUDGET HIGHLIGHTS

The Commonwealth's Attorney's Office FY2005 budget includes an increase of \$109,800 from FY2004 to FY2005.

The FY2005 budget includes funding in the amount of \$121,000 for cash and in-kind matches for the VSTOP Grant and Project Safe Neighborhoods Grant.

KEY GOALS AND OBJECTIVES

- Prosecute felony crimes committed in the City of Norfolk, including serious traffic offenses by adult offenders.
- Prosecute misdemeanor cases appealed from the Norfolk General District Court and the Juvenile and Domestic Relations Court for Norfolk.
- Provide substantial revenue to the City of Norfolk through the generation and collection of court-ordered debts and the procurement of community service work within the City by convicted persons.
- Focus a portion of resources to the prosecution of felony crimes committed by juvenile offenders.
- Prosecute domestic violence-related crimes (both adult and juvenile) and school premises-related misdemeanor offenses occurring in the City of Norfolk.

- Increase victim and witness satisfaction with the criminal justice system through the use of effective communications, notification of the status of criminal cases, and assisting victims in the recovery of due restitution or compensation.

PRIOR YEAR ACCOMPLISHMENTS

During the past fiscal year, the Commonwealth's Attorney's office has absorbed the state budget cuts without reducing services in any way. In addition to the core mandated mission of prosecuting felony offenses, the office continues to demonstrate commitment to ensuring a high quality of life by the active prosecution of various types of misdemeanor offenses such as domestic violence, prostitution, school property, DUI, stalking, sexual battery, and all misdemeanor offenses charged in the designated Project Safe Neighborhood area. The caseload of the Project Safe Neighborhood project was extended to include all City Code misdemeanor appeals in Circuit Court, relieving the City Attorney's Office from that responsibility.

Expenditure Summary

	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services	3,389,800	3,458,343	3,684,300	3,818,600
Materials, Supplies, and repairs	103,325	75,341	198,300	189,100
General Operations and Fixed Costs	87,574	69,620	239,100	223,800
Equipment	87,109	154,245	79,100	79,100
TOTAL	3,667,808	3,757,549	4,200,800	4,310,600

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
Commonwealth's Attorney Office	3,757,549	4,200,800	4,310,600	59
Provide management and oversight to staff involved in the prosecution of felony crimes committed in the City of Norfolk. Increase victim satisfaction with the criminal justice system through effective communication, notification as to case status, and through assisting victims due restitution or compensation.				
TOTAL	3,757,549	4,200,800	4,310,600	59

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY04 Positions	Change	FY05 Positions
Administrative Assistant II CWA	COF02	30,151	48,199	1		1
Asst Commonwealth's Attorney I	COF08	48,017	76,347	7		7
Asst Commonwealth's Attorney II	COF09	56,240	89,421	8		8
Asst Commonwealth's Attorney III	COF10	65,926	104,823	8		8
Chief Deputy Commonwealth's Attorney	COF12	86,081	136,869	1		1
Commonwealth's Attorney	COF13	121,375	192,987	1		1
Deputy Commonwealth's Attorney	COF11	77,347	122,982	5		5
Legal Administrator CWA	COF07	49,300	78,814	1		1
Legal Assistant CWA	OPS12	35,790	57,213	1		1
Legal Secretary I	OPS08	25,968	41,513	3		3
Legal Secretary I CWA	COF01	25,968	41,513	8		8
Legal Secretary II CWA	COF03	30,430	48,199	5		5
Paralegal	OPS10	30,430	48,644	1		1
Paralegal CWA	COF03	30,430	48,199	7		7
Victim/Witness Program Asst Dir	COF04	33,940	54,260	1		1
Victim/Witness Program Director	COF06	40,768	65,170	1		1
TOTAL				59	0	59

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SHERIFF & JAIL

MISSION STATEMENT

The mission of the Norfolk Sheriff's Office is to serve the citizens of Norfolk by providing for the incarceration of adult and juvenile offenders in methods that protect public safety. To maintain institutional safety in a cost effective manner that meets statutory and constitutional standards. To provide services and programs empowering those seeking assistance with the intent to reduce recidivism. To provide a safe and secure environment for the Circuit Courts and the District Courts of the City of Norfolk, ensuring that order and decorum is maintained during all court proceedings; and to provide for the timely service of all process and criminal warrants received by the Norfolk Sheriff's Office.

DEPARTMENT OVERVIEW

The Norfolk Sheriff's Office is required to operate in three capacities: maintain a safe and secure jail facility; ensure public safety in the Norfolk court system; and execute various types of civil processes. In addition, the Norfolk Sheriff's Office provides services and programs to incarcerated offenders with the intention to reduce recidivism. The Norfolk Sheriff's Office also provides the citizens of the community basic crime prevention programs.

Civil Process

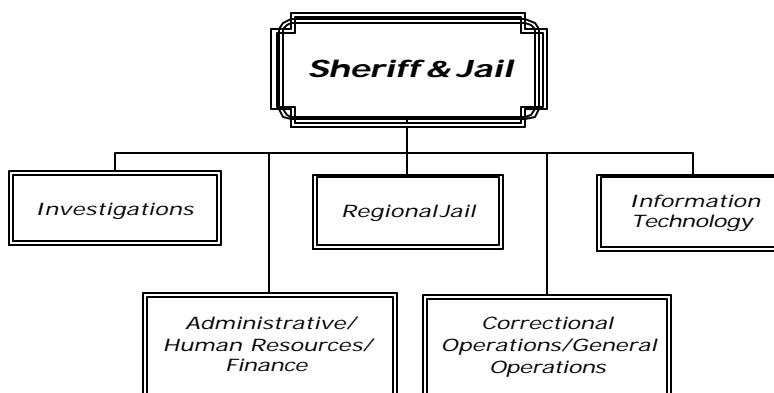
- The purpose of service of civil process is to provide a timely notice to a person or legal entity (business or organization) of pending legal action in which they somehow may be involved. The notice may be in the form of a variety of legal documents and must be served in accordance with the law as it pertains to that particular document.

Community Corrections

- The Inmate Work Force/Community Service Program provides the opportunity for qualified inmates to receive credit for fines and court costs, to receive job training, to earn early release credit, and to be considered for electronic monitoring. This program also helps reduce jail overcrowding and introduces a work ethic to young inmates.

Community Affairs

- The Norfolk Sheriff's Office will ensure its involvement in the community by offering programs and services to the citizens of the City of Norfolk. This will enable the Norfolk Sheriff's Office to maintain a close relationship with the citizens it protects and serves.



BUDGET HIGHLIGHTS

The FY2005 budget for the Sheriff and Jail is \$29,542,100. Included in the FY2005 budget is a 3.0% salary increase for sworn deputies. This increase is in addition to the recommended general wage increase because of the deputies' place in the labor market. The increase is needed to attract and retain employees. The FY2005 budget provides funds for the upkeep and maintenance of the City's Jail.

KEY GOALS AND OBJECTIVES

To continue to maintain jail and courthouse security at maximum levels despite jail overcrowding, personnel shortages and curtailed capital improvement funding.

To implement a management employee accountability system designed to improve all levels of departmental efficiency and maximum utilization of financial resources.

PRIOR YEAR ACCOMPLISHMENTS

Received a Certificate of Accreditation from the Virginia Law Enforcement Professional Standards Commission. The Norfolk Sheriff's Office is the only accredited sheriff's office in South Hampton Roads.

The annual Jail Cost Report identified the Sheriff's Office as having the state's fourth lowest daily cost to house an inmate and the lowest in Hampton Roads. For each of the last four fiscal years the Sheriff's office has consistently been the most cost effective facility in Hampton Roads.

Expenditure Summary				
	FY2002 ACTUAL	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED
Personnel Services	17,815,164	17,838,329	18,851,850	20,002,000
Materials, Supplies and Repairs	4,700,278	5,001,059	5,311,900	5,689,000
General Operations and Fixed Costs	627,644	652,072	654,800	666,800
Equipment	244,105	259,574	67,900	173,000
All- Purpose Appropriations	2,345,000	2,894,320	3,011,250	3,011,300
TOTAL	25,732,191	26,645,354	27,897,700	29,542,100

Programs & Services

	FY2003 ACTUAL	FY2004 APPROVED	FY2005 ADOPTED	FULL-TIME POSITIONS
ADMINISTRATION/HUMAN RESOURCES/ FINANCE	18,387,893	18,851,850	20,680,300	28
Provide leadership, management, human resources, finance, training, accounting, and purchasing services.				
REGIONAL JAIL	2,894,320	3,011,250	3,011,300	0
Provide City share of operating and capital cost.				
CORRECTIONAL OPERATIONS / GENERAL OPERATIONS	4,498,253	5,191,000	4,758,100	427
Provide for the care and custody of city and state inmates. Provide security for nine Circuit, four General District, and five Juvenile and Domestic Relations Courts. Provide transportation of inmates within the state. Provide service of legal papers.				
INFORMATION TECHNOLOGY	707,184	664,100	972,400	10
Provide communications and technology services.				
INVESTIGATIONS	157,704	179,500	120,000	8
Provide inter-state extradition of inmates and internal investigative services.				
TOTAL	26,645,354	27,897,700	29,542,100	473

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY04 Positions	Change	FY05 Positions
Assistant Procurement Specialist	SHF11	32,178	51,151	1		1
Corrections Director	SHF21	47,540	75,574	1		1
Deputy Sheriff	SHF06	27,796	44,185	256	-3	253
Deputy Sheriff (Captain)	SHF18	43,121	68,547	6	1	7
Deputy Sheriff (Colonel)	SHF23	55,034	87,486	1		1
Deputy Sheriff (Corporal)	SHF09	30,646	48,715	35	-1	34
Deputy Sheriff (Lieutenant Colonel)	SHF22	52,414	83,320	2	1	3
Deputy Sheriff (Lieutenant)	SHF14	37,250	59,213	13	-1	12
Deputy Sheriff (Major)	SHF20	45,277	71,980	3		3
Deputy Sheriff (Master)	SHF06	27,796	44,185	69	4	73
Deputy Sheriff (Sergeant)	SHF13	35,476	56,394	27	-2	25
Education Program Manager	SHF15	37,990	60,389	2		2
Education Programs Specialist	SHF12	34,458	54,775	3		3
Electronic Surveillance Supervisor	SHF08	29,966	47,316	1		1
Fleet Coordinator	SHF04	25,712	40,874	1		1
Grievance Coordinator	SHF12	34,458	54,775	1		1
Human Resources & Budget Dir	SHF19	43,976	69,909	1		1
Inmate Classification Specialist	SHF12	34,458	54,775	5		5
Inmate Classification Manager	SHF17	41,883	66,579	1		1
Inmate Rehabilitation Coordinator	SHF16	39,889	63,408	1		1
Jury Administrator	SHF7	28,348	45,063	1		1
Legal Counsel	SHF17	41,883	66,579	1		1
Library Assistant I	OPS04	19,124	30,575	1	1	2
Maintenance Mechanic I	SHF04	25,712	40,873	1		1
Payroll & Benefits Coordinator	SHF10	31,254	49,682	1	-1	
Procurement Specialist	SHF12	34,458	54,775	1		1
Public Affairs Officer	SHF15	37,989	60,388	1	1	2
Records Clerk	SHF02	22,211	35,309	9	-4	5
Secretary I	SHF03	24,488	38,927	11	1	12

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY04 Positions	Change	FY05 Positions
Secretary II	SHF05	26,998	42,917	10	4	14
Secretary to the Sheriff	SHF07	28,348	45,063	1		1
Sheriff	SHF18	77,347	122,982	1		1
Staff Accountant	SHF12	34,458	54,775	1		1
Systems Administrator	SHF16	39,888	63,408	2		2
TOTAL				473	0	473

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